



Superior Court of California County of Sonoma

Invites Applications for the Position of

Courtroom Clerk Supervisor

Salary:

\$26.38 - \$32.07 Hourly

\$55,056 - \$66,936 (Annually)

Open Recruitment

Final filing date: Wednesday, October 6, 2010, at 4:00 p.m.

The Position: Under general direction, plans, organizes, trains, directs, reviews and supervises the work of either the Criminal or Civil Division courtroom clerks; resolves workflow problems and performs a variety of highly specialized work related to courtroom clerk functions which may include attending court sessions; recording minutes of actions and proceedings; participating in court proceedings; explaining policies and procedures of the court to attorneys and the general public; Performs related duties as required.

Typical Duties: include, but are not limited to:

- Plans, assigns, supervises, coordinates, reviews and evaluates the work of Courtroom Clerks; ensures adequate coverage for all courtroom activities and functions;
- Trains staff in work procedures; answers questions and makes procedure and policy interpretations regarding work processes and the application of laws and regulations;
- Participates in selection of staff; conducts performance evaluations and provides routine feedback on performance to assigned staff; recommends and/or implements disciplinary action when required; prepares agendas, plans, and conducts regular meetings with staff to disseminate information; provides leadership and responds to staff needs and concerns.
- Develops and drafts procedures and work standards for courtroom clerk staff; ensures that work is performed in a consistent manner;
- Monitors changes in laws, policies and procedures that impact work; recommends procedural improvements and implements after approval;
- Answers complex and difficult legal or procedural questions related to courtroom operations; advises attorneys, public agencies and the general public regarding the status of legal cases and procedural information; applies departmental policy to resolve conflicts with customers;
- Prepares and maintains statistical and narrative reports related to activity and work of the unit; provides input into development of budget for the unit.

Judgment and Responsibility

Incumbents work under direction to perform duties within a broad framework of policies and procedures. Incumbents exercise independent judgment as needed to supervise the day-to-day operations of their unit. Errors in work or judgment could result in inefficient operations of the court, improper and incorrect recording of legal proceedings and poor community relations. Incumbents have full supervisory responsibility for the work of others.

Education/Experience: Any combination of training and experience that would likely provide the required knowledge and abilities, including the knowledge of principles and practices of effective supervision, the legal system and courtroom procedures and operations. **Experience working in a court setting is required.**

A typical way to obtain the required knowledge and abilities would be: an educational level equivalent to a high school diploma or GED; **and** three years of specialized clerical experience involving courtroom support or other similar work in a court setting, including at least one year in a lead or advanced role; or any other managerial/supervisory experience within another Superior Court.

The ability to type at a corrected speed of 40 wpm.

Ability to:

- Plan and coordinate the work in the area assigned.
- Understand, interpret, explain, and apply specific statutes, codes, laws, regulations, and procedures.
- Develop, evaluate, research and implement operational procedures related to the work of the assigned area; analyze problems and complaints and identify and implement solutions.
- Locate, identify and correct technical inaccuracies.
- Use independent initiative and discretion in organizing work and supervising the work of others.
- Select and train employees.
- Evaluate and assess employee behavior and performance.
- Establish and maintain cooperative and harmonious relationships with judges, attorneys, litigants, other employees, and the general public.
- Communicate effectively with managers, supervisors, peers, and subordinates.
- Assemble materials and prepare reports, develop training manuals, and maintain statistical reports.

Thorough Knowledge of:

- Procedures and operational functions of courtrooms, courtroom protocol and the judicial system, including the functions and relationships between various court divisions, units and offices.
- Legal terminology sufficient to interpret California Codes, Rules of Court, ordinances, laws, regulations, and judicial orders and then apply proper procedures to a variety of situations with attorneys and the public.
- Principles, procedures and practices for the proper handling, filing and processing of critical court documents and records.
- Effective supervisory practices, including operating a demonstrated understanding of organization practices, motivational techniques, scheduling and assigned work, and evaluating performance.
- Modern office procedures and practices including operating a personal computer with work processing software and information management programs used by the court.

- Basic arithmetic, principles of English grammar, spelling, and punctuation for generation and review of a variety of business correspondence.
- California legal codes and court procedures, policies, practices and filing requirements.
- Proper public contact and communication skills and techniques, both written and oral, required for gathering, evaluating and transmitting information.

General Benefit Information:

A generous benefits package includes: a retirement plan, vacation leave, sick leave, paid court holidays, insurance, dependent and medical care assistance program, and an employee assistance program.

Selection Process:

The selection process will consist of an application and supplemental questionnaire appraisal. Each application and supplemental questionnaire will be thoroughly evaluated for satisfaction of minimum qualifications and relevance of educational course work, training, experience, knowledge and abilities which relate to this position. Additionally, an oral or written examination may be required. Candidates possessing the most appropriate job-related qualifications will be placed on an Eligibility List which may be kept active up to one year.

Background Investigation:

Convictions, depending upon the type, number and date, may be disqualifying. Court employees shall be subject to a modified background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

Supplemental Questionnaire: Applications submitted without a completed supplemental questionnaire will not be considered.

1. Please describe your experience in each of the following, detailing the department/division where you gained your experience; your duties and responsibilities; and the length of time employed in that position:
 - Supervisor/Manager
 - Lead Worker
 - Courtroom Clerk
2. What steps have you taken in the last three years to prepare you to be a Courtroom Clerk Supervisor?
3. How can a supervisor establish effective communications with their staff?
4. How have you incorporated collaborative problem solving in your current job? Please provide an example.
5. List any education and/or training including workshops, seminars, professional certifications and/or formal education that pertain to this position.

TO APPLY: Please apply online at: www.sonomasuperiorcourt.com

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The Superior Court of California County of Sonoma is an Equal Opportunity Employer